



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Contract Compliance Officer
Posting Number	PN# 109491
Department	Houston Airport System
Division	Technical Services
Section	Contracts
Reporting Location	4500 Will Clayton Pkwy. *
Workdays & Hours	Varied, normally M-F *

\*Subject to change

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

The incumbent works autonomously while performing complex professional administrative tasks reviewing, monitoring, and investigating compliance with service contracts. Initiates work orders to contractors and evaluates contractor work performance to monitor compliance. Uses analytical ability to obtain, structure, and interpret data and compiles complex reports in a logical manner in order to facilitate decision making. Requires close attention to detail and a thorough understanding of both theoretical and practical aspects of contract management. Provides technical assistance to Contract Compliance Officers as requested.

### WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details; sit for extended periods; solve arithmetic and numerical problems; adjust to repetitive activities; speak and write effectively; attend to details amid distractions; deal with people in tense situations; stooping, bending and lifting up to twenty (20) pounds; operate city vehicles; speaking clearly and effectively; getting people to cooperate. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration, Liberal Arts or related field.

### MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of responsible professional administrative experience is required.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Preference will be given to applicants with computer experience using Microsoft Office with strong expertise in Excel. Experience in the preparation of cost analysis reports is desired.

### SELECTION/SKILLS TEST REQUIRED    Application review and/or interview.

### SAFETY IMPACT POSITION    ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18	
\$1,261.00 - \$1,480.00 Biweekly	\$32,786.00 - \$38,480.00 Annually

### OPENING DATE    MARCH 22, 2006

### CLOSING DATE    OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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